



Rutland County Council

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OAKHAM TOWN TASK AND FINISH GROUP 6 MARCH 2018 – 6PM COUNCIL CHAMBER

A G E N D A

1) APOLOGIES

2) WELCOME AND INTRODUCTIONS

3) TERMS OF REFERENCE

Discussion to establish overarching terms of reference which will govern the review:

- Membership
- Objectives/outcomes
- Purpose
- Timetable (including timing, frequency and format of meetings)
- Sources of Evidence/consultation

The attached Oakham Town Task and Finish Group Terms of Reference Template is provided as a guide to direct discussion and debate.

A recent example of a Task and Finish Group Terms of Reference is attached for information – these Terms of Reference were drafted by the Mental Health Task and Finish Group.
(Pages 3 - 6)

4) NEXT STEPS

Chair to clarify and confirm next steps.

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